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6 September 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Clerical Help Shortage in ORR

1. Mr. Amory in memo dated August 6 requested priority assignment of 20 clerical personnel to ORR.

2. The Personnel Office replied in memo dated August 15 and gave names of 20 applicants, whom they assigned to ORR. At the same time Personnel requested Security to expedite the clearance of these 20.

3. A check on September 5 with Personnel revealed that the status of the 20 applicants was as follows:

- a. None was on duty.
- b. Two could be expected on duty September 8.
- c. Three additional would be fully cleared in September.*
- d. Seven additional would be fully cleared in October.*
- e. Three additional would be fully cleared in November.*
- f. Two additional would be fully cleared in December.*
- g. Three had canceled their applications.

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4. Mr. [REDACTED] reports the following:

a. that he could not understand why five were listed for as late as November and December and that he would check into it.

b. that a "secret" clearance would advance the time schedule somewhat but that IAS did not like to do this as it involves setting up an entirely different production-line procedure.

5. Mr. Meloon stated that ORR had not been given the first 20 clerical personnel who were cleared (i.e. the first 20 cleared after August 6) because the offices had exerted pressure for an assigned name system - and that this system is the one in effect.

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Sept 11, 1952
** Mr. [REDACTED] of Personnel said that these estimates indicated probable entrance on duty rather than date of full clearance.*
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6. Mr. Meloon said that there are no clerical personnel actually in the CIA or soon expected on duty who are not assigned - and that he could do nothing for Mr. Amory unless given an order by Mr. Wolf. If given an order, he would pull help from the office Mr. Wolf designated.

7. I spoke with [REDACTED] who said he could speak for [REDACTED] said that there was a clerical shortage in all DD/I offices and that they were in no way sure that the shortage in ORR was the most critical.

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8. Mr. Meloon said that he was familiar with the release of clerical help at NSRB and that his procurement staff had been so alerted. He said we had gotten several of these but that, for the most part, this group had very high grades, and we didn't have the corresponding openings.

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